

Standing Orders

STANDING ORDER 6 NOTICES OF MOTION AT COUNCIL

- (1) Except as provided by Standing Order 7, a motion shall not be proposed at a meeting of the Council unless notice in writing, signed by the member/members of the Council, is given to the Corporate Manager Democratic & Civic Support ~~not later than 10.00am at least~~ 5 clear working days before the meeting of the Council.
- (2) The Corporate Manager Democratic & Civic Support shall date and number all such motions received and enter them in a book which shall be open to inspection to every member of the Council.
- (3) The Corporate Manager Democratic & Civic Support shall in the summons for a meeting of the Council, include all such notices of motion duly given to him/her, in the order in which he/she receives them, (unless a member when giving such notice has indicated in writing that he/she proposes to move the motion at some later meeting, or has since withdrawn it in writing).
- (4) If a motion, notice of which has been set out in the summons, is not moved by the Member who has given it, or in his/her absence by some other member on his/her behalf, it shall unless postponed by consent of the Council, be treated as withdrawn and shall not be moved without fresh notice.
- (5) A Notice of Motion shall be debated at the Council meeting at which it is brought forward, unless the Council decides that it shall stand referred to a Committee, by reason of legal, financial or other relevant considerations. That Committee shall consider the Notice of Motion and report back to Council in due course.
- (6) Every motion shall be relevant to some matter in relation to which the Council has powers or duties or which affects the City.

STANDING ORDER 8 QUESTIONS AT COUNCIL

- (1)
 - (a) a member of the Council may ask the Chair of a Committee or the Leader of the Council, any question on an item under consideration by the Council.

Provided always that the Leader may ask an Executive member with relevant portfolio to respond on his/her behalf.
 - (b) the Chair of any Scrutiny Committee shall respond to any question relating to an issue considered by that Committee, save where the issue falls to be dealt with through the Executive minutes at a later stage in the meeting of Council. In such circumstances, the Leader (or such other Executive member with relevant portfolio he/she may appoint) will respond in accordance with Standing Order 12(3).
- (2) Every question shall be put and answered without discussion.

(3) A member of the Council may:-

- (a) Ask the Chair of the Committee, or the Leader of the Council any question on any matter for which the Council has powers, duties or which affects the City, provided that he/she has given the Corporate Manager Democratic/Civic Support written notice of such question by **not later than 10.00am 5.00pm** on the day preceding the Council meeting.

Provided always that the Leader may ask any Executive member with relevant portfolio to respond to the question.

- (b) Where a reply cannot conveniently be given orally to the questioner or where insufficient notice has prevented a complete enquiry from being made, a written reply shall be given to all Councillors as soon as practicable after the Council meeting.
- (c) One supplementary question shall be permitted in respect of each question.

(4) An answer may take the form of:-

- (a) a direct oral answer; or
- (b) where the desired information is contained in a published document, a reference to that publication.

STANDING ORDER 19 PUBLIC QUESTIONS AT SCRUTINY COMMITTEES

(1) A member of the public may ask any question of the Chair of the Scrutiny Committee or Executive member with relevant portfolio, which in the opinion of the Chair is relevant to the business of the meeting provided that:-

- (a) the question was submitted in writing, including by electronic means where possible, to the Corporate Manager Democratic/Civic Support **not later than 10.00am at least** 3 working days in advance of the meeting of the Committee;
- (b) the Corporate Manager Democratic/Civic Support in consultation with the Chair of the Committee may refuse to include the question on the agenda where the question is:-
 - defamatory, frivolous or offensive
 - is the same or substantially the same question which has been put before a scrutiny committee within the last six months
 - requires disclosure of confidential or exempt information.

(2) A response to the question raised shall be given by the Chair or Executive member with relevant portfolio as requested. The Committee may debate the issue for up to 10 minutes at the end of which the Committee may decide whether to place the matter on the agenda of a future Scrutiny Committee for further report.

- (3) The member of the public asking the question shall have the opportunity to respond for a maximum of 2 minutes. No further debate shall be permitted.

**STANDING ORDER 19A
PUBLIC SPEAKING AT PLANNING COMMITTEE**

1. A member of the public may address the Planning Committee on any application or tree preservation order being considered by that Committee, provided that:-
 - (a) the person has indicated a wish to speak, by contacting the Corporate Manager Democratic/Civic Support by Support ~~not later than 10.00am 5pm at least~~ two clear working days in advance of the meeting of the Committee;
 - (b) only one person may speak in support of the application or order and one person against, and unless the persons concerned nominate a spokesperson, priority will be given to the first person to have indicated a wish to speak, or otherwise at the discretion of the Chair;
 - (c) each speaker may speak for a maximum of three minutes;
 - (d) a speaker's address should be limited to planning matters, and must not be offensive or defamatory.
2. Persons speaking under this Standing Order will be heard after the presentation by an officer, and after any member of the Council speaking under Standing Order 44, but before members of the Committee debate the application or order. A speaker against the application or order will be heard before a speaker in support of it. Members of the Committee may ask questions of a speaker, and the speaker may answer, by way of clarification only.